

Internship Program

Apply to work with North American Passive House Network

Program Overview

The North American Passive House Network (NAPHN) is launching a new internship program to help young professionals gain real world experience, insight and expand their network in the Building Industry. This is a 3-month long internship program coinciding roughly with each quarter. Each intern will assist with marketing, communications, and administrative tasks. Interns will receive a monthly stipend and free access to our CPHD training. Interns can also become members and begin engaging with their local chapter. Candidates must have strong organizational and communication skills, be able to self-manage projects and deadlines, and respond well to critical feedback.

Candidate must have:

- Completed a minimum of 48 college credits.
- Background in Environmental Studies, Sustainability, Architecture, Business Administration, Education, Marketing or related fields (graduate students may apply)
- A self-starter with strong interpersonal, organizational, and analytical skills.
- Tech-savvy, familiar with web applications and products, audio/visual software experience is a plus. (G Suite, WordPress, Canva, Hubspot)
- Interest in climate activism, sustainable building principles, housing equity, and environmental justice.
- Experience in Non-profit program administration and/or marketing preferred.

Primary Responsibilities:

- Learning about the company members and services,
- Performing administrative duties such as updating documents, trello boards, hubspot records, social networks etc.,
- Collecting and drafting NAPHN knowledge base from website, documents, and staff, and transferring proper information into hubspot.
- Process membership applications
- Engaging with educators, chapters, members, and affiliates on social media platforms,

Secondary Responsibilities:

- Assisting with development of marketing materials, including email and social media copy, graphics, and press kit materials,
- Updating and posting training courses and events to calendars and Affiliate/ally sites,
- Drafting and/or proofreading education/training process documents and materials,
- Assist with planning/scheduling NAPHN & allied events,
- Monitoring marketing performance and engagement on social media platforms, email marketing, and affiliate websites,
- Assisting with various projects.

Exchange Details:

This internship is 3 months long, with the possibility of an extension or part-time employment. The intern is expected to work 15-20 hours per week. NAPHN will provide free access to our Certified Passive House Designer Training and the subsequent Passive House Institute exam. Interns will also receive one free year of membership, and can begin engaging with their local chapter. Intern will receive a monthly stipend.

Contact:

Please send resume and cover letter to info@naphnetwork.org with the subject line “Internship Program Application”.